

**HUMAN RESOURCES DEPARTMENT**  
**San Luis Obispo County**

**LOCKSMITH I, II**

**DEFINITION:**

Classes in this series perform a variety of semiskilled and skilled locksmith duties including: repairing and adjusting latches, doors and hinges; installing, repairing and maintaining manual and automated locks and locking systems; designing and maintaining master key and electronic access control systems; cutting and issuing keys and preparing remote keyless entry fobs; and other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

Locksmith I: This is the entry-level position in the series. Under supervision, incumbents perform routine and less complex assignments. Incumbents may be considered for promotion to the Locksmith II level based upon demonstrated progressively responsible job assignments, performance level, and attainment of the required experience.

Locksmith II: This is the journey-worker level in the series. Under general supervision, incumbents perform the most complex duties of the class and are experienced in all aspects of the locksmith trade. Incumbents in this class may be assigned responsibility for the design and/or maintenance of master key and access control systems.

**REPRESENTATIVE DUTIES:**

**(Not in order of importance)**

- Installs, maintains and repairs all types of manual and electronic locks.
- Makes keys, rekeys locks and alters lock combinations.
- Opens locks by means other than the use of keys.
- Installs, maintains and repairs panic bolts, latches, door closers, hinges, and emergency exit devices.

- Installs and maintains special detention locks for Probation and the County Jail.
- Maintains a complete inventory of locks, keys and spare parts and orders replacements.
- Keeps and maintains locking system records.
- Installs and repairs readers and controllers related to electronic access control systems.
- Reviews construction documents related to locks and access control needs.
- Prepares estimates of labor, time and material costs.
- Keeps records of material used, time, and work accomplished.
- Maintains a safe and productive work environment.
- Operates a computer and standard office software.
- May be assigned leadworker responsibilities.
- May provide training and assistance to other staff.
- Designs and maintains the countywide master key systems.
- Administers access control database system, including access rights and time zones.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Methods, materials, tools, practices, parts, and equipment used in locksmith trade
- Design, construction, installation, operation, adjustment, repair, rebuilding, and maintenance of locks, locking devices, and doors and door closures
- Principles required to formulate, operate and maintain master key systems
- State codes pertaining to fire exits, door hardware and fastening devices
- Proper use and care of locksmith tools and equipment
- Basic database administration
- Occupational hazards and safety precautions in trades work
- Ethics and responsibilities of the locksmith profession
- Master key system design and access control systems

**Ability to:**

- Install, adjust and repair locks, locking devices, doors and door closures
- Fabricate lock parts; estimate labor and material costs
- Setup, operate and maintain complete locking systems records
- Read and understand blueprints and work according to plans and specifications
- Maintain and administer master key and access control systems

**EDUCATION/EXPERIENCE:**

Locksmith I: Three years of building maintenance experience in a variety of trades, including two years of locksmith experience. Completion of a recognized training course in locksmithing may be substituted for one year of the required locksmith experience.

Locksmith II: In addition to the above, two years of experience administering a master key and/or automated access control system.

**LICENSES/CERTIFICATES:**

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

**OTHER CONDITIONS OF EMPLOYMENT:**

Employees in this classification may be required to work holidays, weekends and irregular hours. Must pass a background and law enforcement security check for this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position

within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 8 24 77

Revised: 6-28-00

Revised: 8-27-14